



INNER LEADERSHIP ACADEMY March 3-8, 2024 | Northern California

WELCOME!

The Inner Leadership Academy is a 6-day retreat in mindful leadership, personal transformation, and conscious social change, designed exclusively for Jefferson Scholars, which will take place March 3 – 8, 2024 at the Whispertree Retreat north of the San Francisco Bay area in Boonville, California (*note: travel days are on March 3 and 8*). Designed for social entrepreneurs and intentional leaders, this experiential retreat goes beyond wellbeing to explore mindfulness as a design tool, leverage wisdom for good, and learn more fully what deep social transformation requires on a systemic and global level. You will enjoy profound bonds forged as a cohort of change agents embarking upon a purpose-driven path. You will leave with a toolkit of social innovation frameworks and a meaningful skillset applicable to a lifetime of engaged citizenship.

IMPORTANT CONTACTS

For emergencies and any program related questions, contact:

Gretchen Steidle: 603-359-0177, gretchen@conscioussocialchange.com

KEY FACILITATOR



Gretchen Ki Steidle is the founder of Circles for Conscious Change, LLC and founder and President of Global Grassroots, an international organization that leads a social venture incubator and mindful-leadership program for women war survivors in East Africa. She has an MBA from the Tuck School at Dartmouth and a BA in Foreign Affairs from the University of Virginia, where she attended as a Jefferson Scholar. She is author of *Leading from Within: Conscious Social Change and Mindfulness for Social Innovation*, and lectures and teaches on mindfulness and social change worldwide. She is also a producer of the three-time Emmy-nominated film, *The Devil Came on Horseback*, and co-author of the memoir of the same name. A certified Integrative Breathworker, Gretchen has been delivering breath-based resilience training and trauma healing since 2005 to a range of individuals globally, including Rwanda genocide survivors, Haiti earthquake survivors and first-responders, Hurricane Katrina survivors, university activists, and health care professionals. Her courses have been offered at institutions globally including the Skoll World Forum, Omega Institute, Kripalu Institute, Wellbeing Project, Dartmouth College, and University of Virginia, among others.

WHAT TO EXPECT

Our core curriculum will involve a balance of the following:

- 1. Contemplative and Personal Growth Practices:** The program incorporates daily contemplative practices to harness wisdom and dissolve barriers, including: meditation, breathwork, Qigong, yoga and other forms of reflective practice and movement. You will want to wear comfortable clothing and you are welcome to bring your own yoga mat or meditation cushion if you so wish, though mats will be provided when needed.

- 2. Mindfulness Based Leadership Skills:** This program applies mindfulness and personal inquiry to develop leadership capacity. We will work through reflective practices, journaling, group dialogue, exchanges in dyads and triads, somatic movement, role play, supplementary readings, analytical frameworks and theory, and creative activities to explore ourselves as leaders from the inside out. You will learn to:
 - examine your intentions and default approaches to change, leadership, and relatedness;
 - engage in self-care;
 - connect more deeply with others to foster trust;
 - develop compassion and diffuse conflict;
 - make more informed decisions that inspire positive transformation in others;
 - understand and shift limitations, and
 - define your sense of purpose and unique contribution to the world.

- 3. Conscious Social Change Design Tools:** Our time also involves learning a series of frameworks that use mindfulness as a design tool to begin to craft social issue solutions, including mapping social issue priorities, analyzing the human experience of change, leveraging creative assets for innovation, and collaboratively engaging a diverse stakeholder group in the diagnosis and design process. You will learn the theory and methodology behind the conscious social change approach, and walk away with tools you can apply towards your own social solutions at any time in the future.

- 4. Unstructured and Group Time in the Outdoors:** Taking advantage of the serene, natural environment around us, there will be free time and optional group excursions in the surrounding woods, such as hiking, outdoor meditation, ecoliteracy tours, and other activities, weather permitting. Finally, during our time together, there will be shared meals and shared contributions to our intentional community, time for excursions, and downtime for restoration.

COMMITMENT

The attached paperwork for the program is due to Gretchen Steidle at gretchen@conscioussocialchange.com by December 15, 2023. Upon registration, you are committing to attend the full Academy in March, barring, of course, any unforeseen emergencies, such as contracting COVID. We are working to craft a potent journey of self-discovery over this short week, and it is important to know that everyone will be able to participate in the duration of that journey. If you have any questions or concerns, please do not hesitate to reach out directly.

GETTING THERE

You will arrange travel through the Jefferson Scholars Program to fly together to the San Francisco Bay Area. There will be one private bus service that will take all students up to the retreat location, which is 2.5 hours away. The program will begin that evening with dinner and orientation. We will depart together on the morning of March 8, traveling through the California coast and redwoods before returning to the airport in San Francisco for a late day departure back to Washington DC. Should there be any changes to your itinerary before or during travel, please contact us by text, email or phone to let us know as soon as possible.

ACCOMMODATIONS

The Academy takes place at [Whispertree Retreat](#) just 2.5 hours north of San Francisco, California, where six miles of trails on 600+ acres weave through the beauty and solitude of rolling oak hills and open meadows. Named by settlers as the Bell Valley, this watershed of the Navarro River is the land of the

Tabahtea people. Whispertree Retreat embodies a commitment to the regeneration of Earth and people, and believes that transformation takes place when we slow down to connect with the land and ourselves. This natural, Northern California setting offers a restorative container for both the journey inward and our exploration of leadership for greater citizenship and stewardship. Residential options will include shared rooms in one of the many accommodation offerings including the retreat center's historic Toll House, rustic barn, cottage, bunkhouse or luxury tents. The retreat is located at 12378 Boonville Road, Boonville, CA 95415.

MEALS

Meals will be enjoyed as a group with homecooked menus provided by local caterers. Where possible, food is sourced locally and organic, including local organic, pasture raised meats, organic farm chicken, and local fruits and vegetables in season. All participants must fill out the questionnaire regarding food allergies and restrictions.

WHAT TO BRING

Weather in Northern California may be unpredictable in the spring. We will monitor the forecasts as we get closer to our gathering. It is recommended that you bring comfortable clothes that you can layer for changes in temperature between spring and winter conditions with possible rain. We will alternate between conducting contemplative practice and dialogue indoors and enjoying the surrounding environment. Bring your personal toiletry items, waterproof boots or sturdy shoes for hiking, waterproof jacket, hat and gloves, water bottle and small backpack/bag for excursions. For our program, a good, old-fashioned journal is essential. As mentioned above, you may bring your own yoga mat or meditation cushion for our daily contemplative practice if you so wish. We discourage the use of technology during the hours of the program, except during downtime.



**INNER LEADERSHIP ACADEMY 2024
IN-TAKE QUESTIONNAIRE**

Due to gretchen@conscioussocialchange.com by December 15, 2023.

Name _____

Preferred Pronouns _____

Date of Birth _____

Address _____

Telephone _____

Email _____

Emergency Contact _____

Name _____

Relationship _____

Telephone _____

Email _____

Address _____

Any Allergies or Meal Restrictions: Please let us know if you have any allergies, sensitivities or meal restrictions. CCC will make a reasonable effort to accommodate medical dietary needs, such as food allergies and intolerances, or religious laws or practices. We may also be able to support personal dietary preferences. However, it is unlikely that we can accommodate changes unless informed prior to the start of the course.

Relevant Health Conditions: Part of our time will be spent in the surrounding wilderness. As such, it is critical for us to understand any relevant physical or medical conditions that may affect your ability to participate in our activities.

Any Special Needs: Do you have any other special needs or requests to make your stay more comfortable?



INNER LEADERSHIP ACADEMY

Values and Policies

Circles for Conscious Change, LLC (CCC) is a transformative education company working to foster inner-driven leadership and the use of mindfulness as a design tool for social innovation.

CCC believes that transformative leadership requires learning and engagement from the inside out for more compassionate, ethical, impactful, and sustainable change. Therefore, we strive to embody mindfulness, authenticity, and respect in all our interactions and decision-making, and to craft a safe container and culture in which our participants can do the same. We thus ask that you abide by the following policies and values, as well as those of our retreat site, during your participation in the Inner Leadership Academy.

Equal Opportunity

CCC does not discriminate on the bases of race, creed, color, ethnicity, national origin, age, religion, gender identity, sex, disability or sexual orientation. Participants also agree to treat all persons with respect, without discrimination on the basis of race, creed, color, ethnicity, national origin, age, religion, gender identity, sex, disability or sexual orientation. Participants will endeavor to bring curiosity, non-judgment, kindness and respect to their interactions with each other, so as to foster trust, resolve conflict, and honor individual wisdom and identities.

Harassment

CCC is committed in all areas to providing an environment that is free from physical or verbal harassment. Harassment based upon an individual's race, creed, color, ethnicity, national origin, age, religion, gender identity, sex, disability, sexual orientation or any other legally protected characteristics will not be tolerated. Examples may include sexual, racial, homophobic, or other offensive jokes; insulting stereotypes based on race, religion, or national origin. Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. CCC does not tolerate sexual harassment. If you think you are experiencing or seeing harassment or misconduct toward yourself or another person, please discuss it promptly with your facilitators or your partner program administrator. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances. All participants are expected and required to abide by this policy.

Risks and Other Considerations

Participants will be invited to participate in a range of personal transformation work. This includes, but is not limited to, contemplative practices, meditation, breathwork, yoga, Qigong, other movement practices, discussions of personal experiences and history, and other processes intended to assist in self-exploration and self-actualization. Each participants' unique experiences and emotional responses will naturally reflect the direct and diverse experiences of each individual's life. Though encouraged, participants are under no obligation to participate in such personal transformation work and may discontinue their participation at any time at their discretion. Participants are also encouraged to straightforwardly express

any concerns regarding their personal transformation processes. CCC reserves the right to terminate any individual's participation in the program due to safety and/or other concerns.

During the program, there may also be independent, unstructured and unsupervised time, including time during the preparation of meals and community chores, exploring the surrounding wilderness, and travel away from the retreat site. CCC is not responsible for participants during their free time; however, any inappropriate acts or activity that occur during free time are subject to CCC termination policies.

Should you participate in any travel or outdoor experience, there are natural risks inherent in each activity. The risk of injury, even serious injury or death, is always present in the outdoor environment, due to uncertain terrain, wildlife, weather, and other circumstances. Please undertake such activities with caution and care.

On retreat, participants will be living in shared quarters with others, which requires contributing to an inclusive and welcoming learning environment, problem-solving and timely conflict resolution, the maintenance and caretaking of the retreat facilities, and shared responsibilities for the health and wellbeing of all. Overall, participants agree to be responsible for their own wellbeing and for contributing to the wellbeing of the group.

COVID-19

Contracting COVID-19 is a new risk inherent in any convening that involves participants traveling, residing together, and being in close physical proximity to one another and facilitators – a risk, like others, that cannot be completely eliminated. Our policies have been developed and will be implemented to minimize exposure to COVID-19 and to detect signs of illness. This is an evolving situation and our practices and policies may change as we gain new information or new requirements are decided by the relevant authorities. We will use our best judgment and medical advice available at the time to make decisions, but some activities may be changed, potentially at the last minute, to protect the health and wellbeing of our participants and the surrounding community.

Because the week-long duration of the program does not allow for quarantine on site prior to convening, all participants may be asked to provide a negative PCR COVID-19 test conducted no more than 3 days prior to traveling to the retreat site. Participants with symptoms prior to departure are asked to cancel or delay travel until a negative test can confirm whether or not they have contracted COVID-19. Before departing for the Academy, participants are asked to take care in attending large social gatherings where possible. Participants are also advised to ensure they are informed of any advance requirements that may be required by their travel itinerary related to COVID-19.

Because participants will be living and interacting in close quarters, participants will be monitored for symptoms, will work with social distancing during the program wherever possible, and wash hands frequently. Participants who experience symptoms during the program will need to inform the program staff immediately and isolate from other participants until a determination through testing can be made. Thereafter, the participant, program, and family will discuss arrangements involving travel and quarantine until the student is no longer symptomatic or has passed a negative test and can return home. We have limited ability to accommodate participants in isolation on site, and they may need to stay in local lodging at their own expense until they are able or allowed, per medical advice, to return home. They will need to make their own travel arrangements to return home as well, though CCC may be able to provide some assistance locally in finding lodging and safe transportation. Each participant agrees to be responsible for the costs associated with their testing, medical care, transport, quarantining in place, and rescheduling

travel if necessary due to contracting or developing symptoms of COVID-19 while attending the Inner Leadership Academy. CCC will not reimburse travel or other related third-party costs due to any COVID-19 cancellations. CCC will not be able to offer a refund to those who have to cancel participation in the program due to exposure to, symptoms of, or contracting COVID-19 prior to or during the program, however, a place will be held for participation in a future program with a prorated credit valid for one year.

For these measures to be effective, we need commitment and diligence from all our participants. Those who, in our judgment, do not comply with these expectations, may be asked to leave the program.

Tobacco, Alcohol, Illicit Drugs and Other Substances

CCC is mindful and supportive of a healthy lifestyle and environment for all. As such, there is no tobacco use allowed during the retreat, or in and around program buildings and vehicles. Possession or use of tobacco or smoking any substance may lead to early termination. In addition, the use of nicotine replacements (i.e., nicotine patches) is not allowed except by prescription. Electronic cigarettes in any form are not allowed. The illegitimate use or abuse of physically or cognitively altering substances is not allowed and will also result in termination. This includes alcohol, marijuana, marijuana derivatives (regardless of local laws), and the sharing or abuse of prescription or over-the-counter drugs, or other substances. You should only bring prescription drugs that are specific to your needs. CCC has a zero-tolerance policy on the use of tobacco, alcohol and banned drugs/substances on retreat.

Technology

The Inner Leadership Academy is a unique opportunity to leave behind the constant connectivity and access to technology of daily life. We do not permit the use of technology during the hours of the program, but technology may be accessible at restricted times for limited and essential-only communications.

Termination

CCC reserves the right to terminate a student's participation for violations of these policies and/or values, including behavior that is unsafe, disrupts or distracts from the mindful educational mission of the course, or reflects adversely on CCC; possession or use of illicit drugs, alcohol, or other substances; abusive or inappropriate behavior; theft or misuse of property; and disregarding instructions. CCC reserves the right to search students' property if we have reason to believe that illegal or unsafe activity has occurred or might occur. Sexual or exclusive relationships that are detrimental to retreat dynamics and sexual relationships involving a minor will likely result in termination. CCC is not responsible for additional expenses related to early termination and a participant's early return home, including, but not limited to airfare change fees, airport transfer, or interim accommodations, as may be necessary.

Expectations

Participants can expect meaningful experiences, a learning environment free from discrimination or harassment, and an opportunity to challenge themselves to explore their true nature at a deeper level. As such, participants are expected to participate as fully as possible in course experiences, including discussions, readings, group activities, community chores, the shared preparation of meals, and personal transformation work.

CCC and its program participants commit to do no harm. CCC is committed to fostering a diverse and inclusive community which embraces individual physical, emotional and mental wellness, and which supports individuals being their authentic selves. CCC is also committed to its social and environmental

responsibility, and seeks to minimize any negative social and environmental impact, asking its participants to do the same.

Anything not covered in the above policies will be handled individually or collectively through mindful dialogue. Ultimately, we endeavor to create a collective space of intention that builds trust and engenders respect and wellbeing for all. Our goal is for each participant to leave having had a meaningful exploration of inner leadership for the benefit of the self and the greater good.

I have read and agree to abide by the Values and Policies for participating in the Inner Leadership Academy.

Print Name: _____ Date: _____

Signature: _____

Signed policies due to gretchen@conscioussocialchange.com by December 15, 2023.



Informed Consent and Release Agreement

This Informed Consent and Release Agreement (the “Agreement”) is executed on this ____ day of _____, 202__, by myself, a participant, in favor of Circles for Conscious Change, LLC, an Oregon-based limited liability corporation, its directors, employees, representatives, volunteers, and agents (collectively, “CCC”). I hereby freely, voluntarily execute this Release under the following terms:

I am participating in the Inner Leadership Academy (“Program”) of my own will and volition and voluntarily agree to all the terms and conditions of this Agreement. I further understand and acknowledge that the activities of the courses have risks, some of which are inherent.

I agree to be responsible for any damage I (or the minor student) may cause to CCC provided facilities. CCC is not responsible for loss, theft or damage to a student’s personal belongings

1. I have carefully identified, reviewed and considered the risks of travel to my destination. I am participating in this trip with CCC and any activities will be conducted with full knowledge and awareness of the risks involved.
2. If I agree to participate in the Program part of a personal transformation process, I am doing so voluntarily and at my own risk. This includes, but is not limited to, contemplative practices, meditation, breathwork, yoga, Qigong, other movement practices, discussions of personal experiences and history, and other processes intended to assist me in self-exploration and self-actualization (“Personal Transformation Processes”). I also understand that this experience will reflect the direct experiences of my life and my emotional responses.
3. I understand that I am encouraged to straightforwardly express any concerns regarding my Personal Transformation Processes. I understand that I am under no obligation to participate in any Personal Transformation Process and that I may pause or discontinue my participation at any time at my discretion.
4. In the event that CCC requests that I discontinue my participation and involvement with the Program for my safety or that of another’s, I will immediately discontinue my participation. I hereby release any and all claims against CCC related to any discontinuation of my participation and involvement in the Program. CCC reserves the right to make changes to course activities and curriculum if needed.
5. I agree that all personal information of any participant relayed within the Program is strictly and completely confidential. I shall not record or disclose any of this confidential information to any other person or entity under any circumstances.
6. I hereby release, waive, discharge and covenant not to sue CCC from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any loss, damage or injury, that may be sustained by me, or to any property belonging to me, during or in connection with my trip and any activities experienced during the Program.

7. I understand that CCC does not assume any responsibility for or obligation to provide financial assistance or other assistance to me, including but not limited to medical, health or disability insurance in the event of injury or illness; and that CCC does not carry or maintain health, medical, workers compensation or disability insurance coverage for any students, visitors or volunteers.
8. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury that may be sustained by me, or any loss or damage to property owned by me, in connection with the trip and related travel.
9. I further hereby agree to indemnify and save and hold harmless CCC from any claims, losses, liabilities (including reasonable attorneys' fees and amounts paid in settlement of any claim), damages, or costs they may incur, brought, claimed or rendered against CCC arising out of or in connection with my actions, or resulting in any way from any negligent act or omission on my part.

Print Name: _____ Date: _____

Signature: _____

If the student is under 18 years of age (or if the student is a resident of Alabama and is under 19 years of age) (or if the student is a resident of Mississippi and is under 21 years of age), at least one parent or guardian must also sign. I agree for myself, and on behalf of the minor student, to all of the terms in this agreement. I have legal authority to act on behalf of the minor student.

Parent Name: _____ Date: _____

Signature: _____

Signed release due to gretchen@conscioussocialchange.com by December 15, 2023.



Photo Release

I hereby give my consent to Circles for Conscious Change, LLC, the Jefferson Scholars Program, and associated entities and representatives (the "Users"), to use my name, likeness, image (whether photographic, video and/or electronic) and/or any interview statements (and excerpts of statements, whether in audio and/or written form) from me ("the Materials") taken during the Inner Leadership Academy, March 3-8, 2024, in any publications, advertising or other media activities (including the internet). This consent includes, but is not limited to:

- Permission to interview, film, photograph, tape or otherwise make an audio-visual reproduction of me and my voice;
- Permission to use my name, and
- Permission to use quotes from the interview(s) (or excerpts of such quotes), the film, photograph(s), tape(s) and/or audio-visual reproductions of me and/or recording of my voice, in part or in whole, in publications, newspapers, magazines and other print media, on television, radio and electronic media (including the Internet), in theatrical media and/or in mailings for educational and awareness campaigns, advertising and promotion of the Users' products and services.

This consent is given for use worldwide, and does not require any other approval by me. I irrevocably authorize the Users to copy, edit, crop or enhance any photo for use in their publications. I also waive any rights for approval or inspection of any photos. I understand and agree that all photos are the property of Circles for Conscious Change, LLC and will not be returned to me. I acknowledge that I am not entitled to any compensation of royalties with respect to the use of the Materials.

I agree to release and forever discharge Circles for Conscious Change, LLC, the Jefferson Scholars Program, and associated entities and representatives, in their individual or collective capacities from any and all claims, liabilities, obligations, promises, agreements, disputes, demands, damages, causes of action of any nature or kind, known or unknown, which I, and anyone claiming on behalf of me, may have or claim to have against the Users in connection with this release.

I understand that I may revoke this authorization at any time by notifying the Users in writing. The revocation will not affect any actions taken before the receipt of this written notification. I have carefully read and fully understand all the provisions of this Photo Release Form and am freely, knowingly, and voluntarily signing.

This Agreement shall be governed by the laws of the State of Oregon. Any dispute arising in connection with or out of the performance or the interpretation of this Agreement which the parties are unable to settle amicably between themselves shall be settled finally and conclusively by a competent court in the State of Oregon.

Signature

Date

Print Name

Sign or send blank to gretchen@conscioussocialchange.com by December 15, 2023.